

## PRIOR TO SUBMITTING INDIVIDUAL AGENT LICENSE REQUEST

It is important to our staff that we process your requests for licensing as quickly and efficiently as possible. However, the number of license applications submitted to us continues to grow and with it, the number of rejected submissions. Requests are placed in pending files due to errors, incomplete forms or missing documents. This increases the workload and delays prompt issuance of licenses, appointments and affiliations.

**You can help!** Please be sure that the following is done prior to submitting requests to us.

- **All questions** on the application (INS-14 01/03 or the Uniform Application, if a non-resident) must be answered and the form must be signed and dated. Fees are \$5 filing fee and \$50 license fee.
- **All questions on the Fingerprint Card** must be answered if applicable. This would include the personal information regarding sex, race, height, weight, eyes, hair, place of birth, date of birth and social security number. **The card must be form FD-258. ONLY ONE CARD REQUIRED**
- **Do not use highlighter on the fingerprint card.** A card will no longer be accepted if it has marked with a highlighter.
- **Appointment/Affiliation Notices—INS-18.** At least one INS-18 must be submitted with the License application. Licenses will not be issued without one.
  - **An Affiliation** must be submitted including \$20 fee if you represent and/or share commissions with a firm, LLC or corporation. This entity must also be licensed.
  - **An Appointment** must be submitted including \$20 fee if you directly represent an insurer.
- **Correct Fees** made payable to the Washington Insurance Commissioner
- **Fingerprint processing fee** of \$49 (no personal checks) payable to the Washington State Patrol-ID Section.
- **If a resident applicant**
  - **Original Score Reports** must be submitted. These are valid for two years.
  - **Pre-License Education certificates** must have signatures of both licensee and instructor. The date of completion must also be completed.
  - **A Letter of Clearance** if previously licensed in another state within the last two years.
- **If a non-resident applicant**
  - **A Letter of Certification** which is valid for six months from the date of issuance and license not to expire within 30 days.

Our Licensing Instructions and Forms (except the Fingerprint Card) are on the Internet. The Web Page address is: <http://www.insurance.wa.gov>. We can also provide you with a hard copy free of charge. Send your request to: Office of the Insurance Commissioner, POB 40257, Olympia, WA 98504-0257. If you have further questions, please telephone us at 360-725-7144.